Preparing to Participate in Video Conferencing
(Local Agency Use)

Here are some steps you take on your own that will help you get ready to participate in a video conferencing (VC) session:

Check Placement of Tables and Chairs

☐ Have attendees as close as possible to the camera and the microphone.
☐ Place attendees at the same distance from the camera and microphone.
This will make it easier for others to see and hear you, and may help your staff see the screen better.
☐ For large groups of attendees, have people come to a designated spot for question and answers.

Check Your Lighting

☐ Look for any sources of "extra" light such as windows or skylights. The camera may focus on these rather than the participants, making them hard to see. Even bright white or light- colored surfaces (such as whiteboards) may be distracting to viewers.
☐ Where possible, reduce the light from these sources by placing extra dark colored covers on desks or wearing dark clothes, or placing more light on the attendees.

Practice Muting

☐ Find the "mute" button on your VC equipment and practice turning the mute button on and off.

Make a Sign

1. Make a large sign with your agency's name and location. This will help everyone involved tell apart who is doing the talking.
2. Some guidelines that may make it your sign most helpful for others to see include:

☐ Lettering that is at least 4-6 inches high – larger if the sign is far away from the camera

☐ White or light colored letters on black or dark background

☐ Please include both your agency's NAME and LOCATION

Adjust Your Screen

☐ Make sure that the computer images fit on the screen and are not cut off.

Adjust the Presets

☐ If you and your IT person have time and know how to do this, you may consider adjusting the "pre-sets" so that the camera can zoom in on individuals in your room when they speak. This makes it easier for people watching from other sites to pay attention to the speaker.